

COURSE INFORMATION

Faculty	GFP
Program	Computing
1. General Course Information	
1.1. Course Title: Key Application	
1.2. Course Code: IC3M1	
1.3. Course Level: GFP	
1.4. Course Credit Units: NA	
2. Course Learning Outcomes	
2.1. Course Learning Outcomes mapping with Program Learning Outcomes	
Course Learning Outcomes	Program Learning Outcomes
Upon completion of the course, students are expected to be able to:	
A. Knowledge and Understanding	
A.1. Identify the main components of the personal computer system in terms of hardware and software.	1
A.2. Explain the different types of Microsoft Office applications; Word, Excel and PowerPoint and identify their common features, e.g., tabs, groups, menus, quick access toolbar, tell me feature, help function, display, and hide the ribbon.	2
A.3. Identify how to create new, open, modify, navigate, save, and close a Word document, Excel sheet and PowerPoint presentation and how to convert written text into a formatted electronic document (PDF).	3
A.4. Illustrate the different text formats, e.g. bold, italic, font type, size and color; cases, subscript, superscript; etc.	4
A.5. Identify the main components of a spreadsheet window and demonstrate how to manipulate and format data and insert/delete row/column and modify their size, demonstrate how to insert, delete, rename, move, or copy, use page layout options, and print a worksheet.	5
A.6. Identify the main components of a presentation window, demonstrate the ability to insert, duplicate, delete and move slides, identify the different design layouts and presentation view modes, and explain the difference between master slide and other slides.	6

B. Cognitive/Intellectual Skills	
B.1. Explore the use of the copy, cut, paste, format painter functions and the use of find, and replace commands.	7
B.2. Analyze data using various charts explore the available analysis option and use sort and filter options.	8
B.3. Discover the use of themes and background, transition, and animation effects in presentations.	9
C. Practical Skills	
C.1. Apply paragraph formats e.g. in Microsoft Word and use alignment options, border and shading, paragraph spacing and line spacing in a document, and identify different types of bullets/numbering.	10
C.2. Apply page setup options; page orientation, page sizes, page margins, and understand how to insert header/footer, date/time, page number, and how to print a document.	11
C.3. Employ the use footnote/ endnotes and demonstrate the use of automatic spell/grammar checking & correction.	12
C.4. Use Insert options to add picture and table and explain the terms associated with them.	13
C.5. Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.	14
C.6. Show the ability to insert pictures, objects, links, notes, header and footer, updated dates, and automatic numbering to enhance the look of the presentation.	15
C.7. Illustrate the ability to run/end the slide show and use various print options to print the presentation slides.	16